

A.D. 10.12, Inmate Orientation

Prepared for signature 11/8/95 - effective 11/27/95

1. Policy. The Department shall orient inmates to Department policies and procedures, expectations, available programs, work opportunities and services provided.
2. Authority and Reference.
  - A. Connecticut General Statutes, Section 18-81.
  - B. American Correctional Association, Standards for Adult Correctional Institution, Third Edition, January 1990, Standards 3-4216, 3-4274 through 3-4278.
  - C. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standards 3-ALDF-4A-01 through 3-ALDF-4A-03 and 3-ALDF-4D-12.
  - D. Administrative Directive 9.3, Admissions, Transfers and Discharges.
3. Orientation. Each inmate shall begin to receive orientation within five (5) business days of admission to the unit. Each unit shall designate staff to conduct orientation and may designate a housing area for orientation programming as appropriate. Orientation shall include:
  - A. Familiarization with the rules and regulations of the Department and the unit, which may include distribution of written materials.
  - B. Review and discussion of the Inmate Handbook.
  - C. Review of Department and unit's expectations of each inmate.
  - D. Assignment of a classification counselor within two (2) business days of admission.
  - E. Review of facility program and work opportunities.
  - F. Completion of all admission requirements in accordance with Administrative Directive 9.3, Admissions, Transfers and Discharges.

Audio-visual media may be used for standard presentations with a discussion to follow.
4. Transition. The Department of Correction shall meet essential compliance of this Directive within 60 days of the effective date.
5. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval of the Commissioner.